

ENCINA WASTEWATER AUTHORITY

DATE: August 2017 (revised)
POSITION TITLE: Accounting Technician I
DEPARTMENT: Office of the General Manager
REPORTS TO: Administrative Services Manager
FLSA STATUS: Nonexempt

POSITION SUMMARY: Under the general direction of the Administrative Services Manager, performs timely and accurate accounting and internal financial control duties associated with accounts payable, accounts receivable, and financial reporting. Performs related duties as assigned.

SUPERVISORY DIMENSIONS: None

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Practice and promote the Authority's Mission, Vision, and Values.
- Use Enterprise Resource Planning (ERP) MUNIS software to process to enter and prepare batches for payment and maintains appropriate financial system ledgers.
- Responsible for the accounts payable process and related specific payable information including batches for payment, billing data, account history records, invoices, requisitions, purchase orders and receiving documents conform to the requirements of EWA's Purchasing Policy.
- Assist the Administrative Services Manager in developing administrative procedures.
- Assist with the preparation of operating and capital budget performance reports; identifies, researches, and resolves significant budget variances working with supervisory staff and extension of staff.
- Prepares miscellaneous cash receipts.
- Maintains petty cash disbursements and reconciliation.
- Assist in processing accounts receivables invoices.
- Assist in maintaining vendor files to ensure the EWA maintains compliance with state and federal reporting requirements.

- Assist in monitoring and recording of capital improvement program expenses by project. Communicate significant project level developments and variances to supervisory staff.
- Assist in the recording and reporting of EWA's fixed assets, furnishings and office equipment.
- Assist with the preparation and transmission of member agency wastewater services billings, fats oils and grease services, Pure Green sales, laboratory services, and other invoices in compliance with applicable administrative procedures.
- Assist with timesheet review and entry processing.
- Assist with preparation of bi-weekly payroll cost allocations.
- Assist with preparation of bi-weekly payroll journal entries for input.
- Assist with the reconciliation of bi-weekly, quarterly and annual payroll with related state and federal payroll filings.
- Assist with preparing and submitting bi-weekly California Public Employees Retirement System (CalPERS) reports and monitor employee contribution and service crediting.
- Assist with preparing and inputting data for EWA's Financial Plan and Revenue Program.
- Assist in the compilation of data and preparation of reports as required to aid management in the preparation of operating and capital budgets and the annual independent financial audit.
- Assist with complex tasks associated with monthly, quarterly and year-end financial system closings.
- Assist with Biosolids Environmental Management System tasks as required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

- Ability to learn, interpret and apply complex federal, state, organizational and departmental policies, procedures, rules and conventions; understand and follow directions.
- Ability to work with employees, vendors, and customers in a tactful and diplomatic manner to establish and maintain cooperative working relationships.
- Excellent oral and written communication skills.
- Ability to make complex arithmetical computations; general understanding of and experience with computer uses in financial management; and, extensive involvement with processing accounts payable, accounts receivable and payroll.

- Ability to use a personal computer for a variety of financial and reporting applications including Microsoft Office Suite and Enterprise Resource Planning Systems.
- Knowledge of the Authority's Biosolids Environmental Management System

EDUCATION AND EXPERIENCE REQUIREMENT: Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical background would include: Graduation from an accredited four-year college or university with a Bachelor's degree in accounting or related discipline, and two years of municipal or closely related accounting experience.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage. Note: Failure to maintain a valid California Driver's License constitutes cause for termination.

CONFIDENTIALITY STATEMENT: This position requires access to documents and/or records that may be considered confidential. Material of this nature must be handled appropriately to maintain its confidential nature. Failure to maintain the confidential nature of appropriately classified material may result in disciplinary action up to and including termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, an employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

Employee must be able to take actions that will protect his/her own safety and the safety of others in a dynamic, changing and inherently dangerous work environment. Employee must have ability to accurately perceive and avoid potentially hazardous changes in elevation, overhead risks, and automatically starting equipment in the work environment, as well as the ability to detect by smell the presence of hazardous chemicals, compounds and gases.

Mental Demands

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant

interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

WORK ENVIRONMENT: The employee normally works in an office environment typical for a regional wastewater treatment and disposal enterprise. Noise levels are usually low to moderate.

QUALIFICATIONS: Possession of a good driving record; ability to be insured by the Authority's insurance carrier; ability to read, write, speak and comprehend English; ability to pass post-offer physical examination that is job-related and consistent with business necessity. Rejected applicants will be made aware of the basis for any disqualification decision. In addition, before a final determination is made, applicants who do not pass the post-offer physical examination will be allowed to submit independent medical opinions for consideration.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation.